



# **BITOU MUNICIPALITY**

*Bitou Municipality is inviting applications for the following vacancy from suitably qualified professionals. Preference will be given to candidates residing within the Bitou Municipal Area*

**POSITION:** GENERAL ASSISTANT  
**DIRECTORATE:** CORPORATE SERVICES  
**DIVISION:** ADMINISTRATION SERVICES  
**SECTION:** AUXILIARY SERVICES  
**BASIC SALARY:** R 125 919.38 - R 148 648.61 PER ANNUM (T3) + MUNICIPAL BENEFITS  
**REF NO:** NOTICE: 20 of 2025

**QUALIFICATIONS AND EXPERIENCE:** • Basic Adult Education • Relevant experience in a similar environment will be an added advantage

**REQUIREMENTS AND SKILLS:** • Must be able to communicate in at least two (2) of the three (3) official languages of the Western Cape • Must be prepared to be hands on • Must be able bodied • Must be fit and healthy • Must be responsible, disciplined and able to work in a team environment and be able to follow basic instructions • Ability to give attention to detail.

**FUNCTIONS & RESPONSIBILITIES:** • Perform general labouring activities associated with maintaining cleanliness of designated areas in accordance with laid down instructions • attends to preparation and serving of beverages to internal personnel and guests • Lifting / Placing or carrying office furniture to designated locations • Provide relief assistance to workers in other offices • Comply to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993)

## **COMPETENCIES REQUIRED**

### **FUNCTIONAL/PROFESSIONAL COMPETENCIES**

**Managing work:** Performs, sweeping, lifting, packing, cleaning, tea making

**Workplace safety:** Keeps and stores tools safe

**Task accountability:** Follow a work-roster

**Quality orientation:** Use tools safely

**Oral communication:** Receive and understand instructions correctly

### **PUBLIC SERVICE ORIENTATION**

**Service delivery orientation:** Shows a commitment to excellence and quality

**Interpersonal Relationship:** Communicates effectively

**Communication:** Able to understand basic verbal instructions from supervisors and colleagues

### **PERSONAL COMPETENCIES**

**Action orientation:** Shows enthusiasm to take on tasks

**Resilience:** Continues to attempt to improve, despite setbacks or other constraints

**Accountability and ethical conduct:** Treats all colleagues with equal respect

**Learning orientation:** Learns from experience – does not repeat mistakes;

**Impact and influence:** Deserving of respect from peers and supervisors

**Team orientation:** Co-operates and works well with others

**Work related enquiries can be directed to Mrs. M Groenewald at e-mail: [mgroenewald@plett.gov.za](mailto:mgroenewald@plett.gov.za) or on tel: 044 501 3100 and for general enquiries contact Mr. H van Rooyen on 044 501 3464.**

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website ([www.bitou.gov.za](http://www.bitou.gov.za)). A comprehensive CV, original copies of Identification documents, qualifications, and driver's license must accompany the application form and must be hand delivered/couriered to the Human Resources Section, Bitou Municipality, 1 Sewell Street, Plettenberg Bay or posted to Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply

**Please Note:**

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website.  
(*Compulsory*)
3. **NO LATE APPLICATIONS** will be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.

**M MEMANI**  
**MUNICIPAL MANAGER**

**CLOSING DATE: 04 APRIL 2025 @ 14H00 PM**

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful.  
**Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.**